



Bringing your school online with **engrade**

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# Part 1: Admins

# 1. Sign Up for an Admin account

The first step to creating a school on Engrade is to have an Administrator or Lead Teacher sign up for an Admin Account.

This will be a **PERSONAL** admin account – enter your name and information.

The screenshot shows the Engrade website's admin signup page. On the left, there is a 'Welcome!' message with a photo of a woman and text stating that over 15,000 schools use Engrade's free tools. On the right, the 'ADMIN SIGNUP - FAST, EASY, FREE' form is displayed. The form contains the following fields and options:

- Your Username:** mrprincipal
- Your Name:** Mr. Principal
- Your Email:** mrprincipal@k12school.gov
- Your Phone Number:** 3105551212
- Password:** (masked with dots)
- Confirm Password:** (masked with dots)
- I agree to [Engrade's Terms of Service](#)
- I'd like to learn about Engrade training and e (optional)
- Create My Account »** (button)

## 2. Create a School

Next, on the admin welcome page, click Create School.

Fill out the requested information and click **Save and Continue**.

You can then upload a logo of your school, or you can **Skip this Step** to come back to later.

The screenshot shows the Engrade Magic Admin dashboard. At the top, there is a navigation bar with the 'engrade' logo and tabs for 'Schools', 'Apps', 'Messages', 'Account', and 'Magic Admin'. Below the navigation bar, the page title is 'Create or Join School'. A user profile picture placeholder is on the left. The main content area displays a welcome message: 'Welcome to Engrade, Magic Admin'. Below this, there are two main options: 'Create School' (highlighted with a red box) and 'Join Existing School'. The 'Create School' option includes a house icon and the text: 'Use this tool to create a new profile for your school on Engrade.' The 'Join Existing School' option includes a person icon with a plus sign and the text: 'Use this only if your school already has an Engrade profile. You can join by en'.

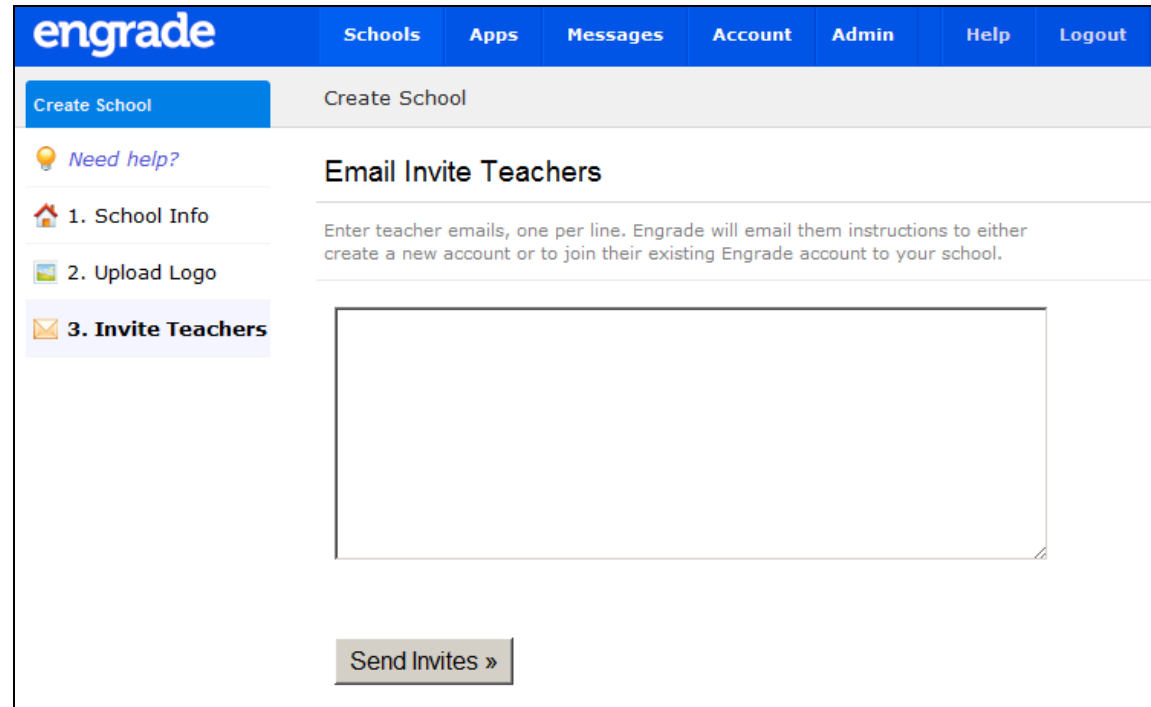
The screenshot shows the 'Create School' form. At the top, there is a navigation bar with the 'engrade' logo and tabs for 'Schools', 'Apps', 'Messages', 'Account', and 'Magic Admin'. Below the navigation bar, the page title is 'Create School'. On the left, there is a sidebar with a 'Need help?' link and three steps: '1. School Info' (selected), '2. Upload Logo', and '3. Invite Teachers'. The main content area is titled 'School Info' and contains a form with the following fields: 'School ID', 'Name', 'Email', and 'Your Role'. Below the form, there are two buttons: 'Save and Continue »' and 'Cancel'.

## 2. Create a School (cont)

Lastly, you will be given the option to **Invite Teachers**.

Enter teacher emails one per line. Engrade will email them instructions on creating an account that is part of your newly created School.

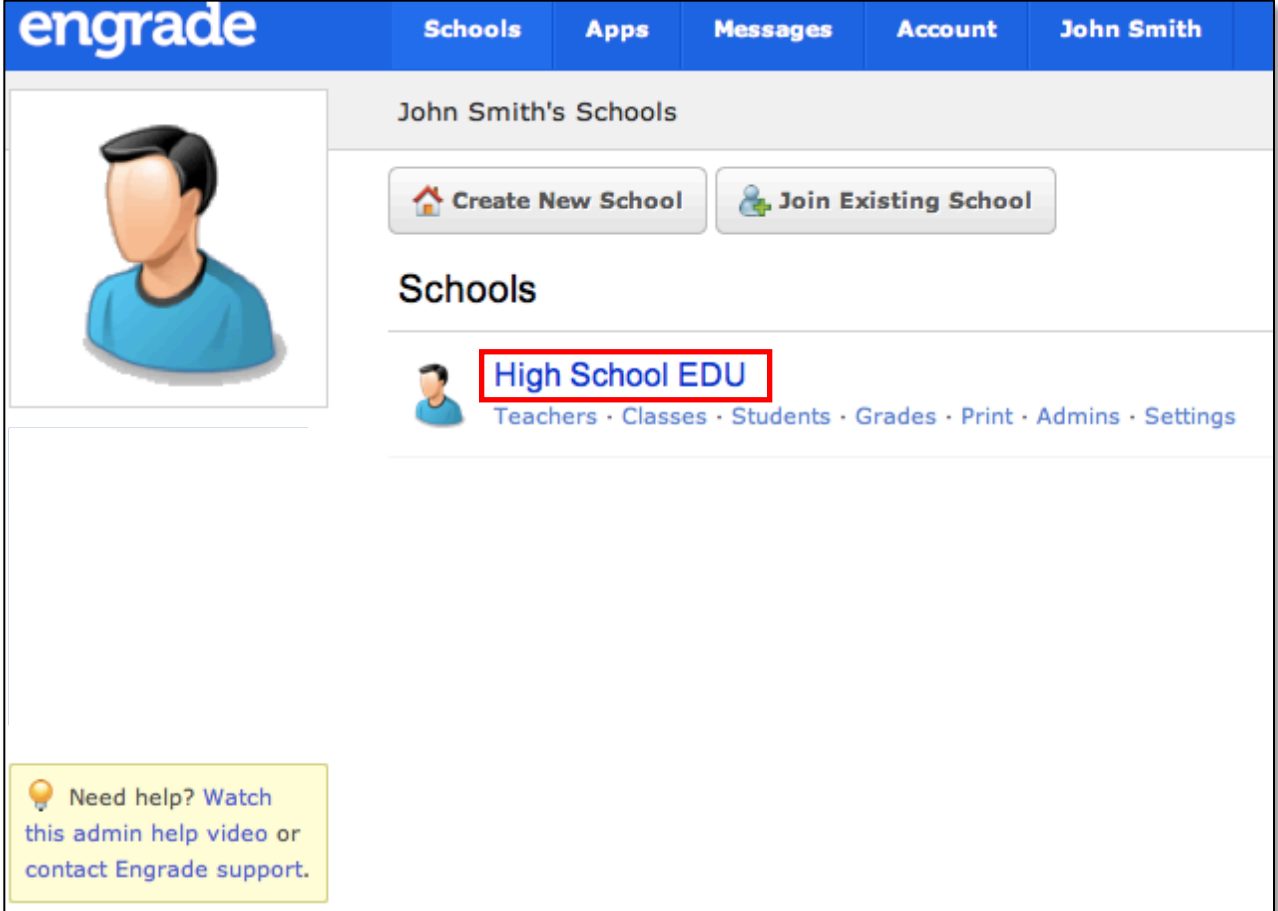
You can also always add teachers later.



The screenshot shows the Engrade web interface for creating a school. The top navigation bar includes 'engrade' and links for 'Schools', 'Apps', 'Messages', 'Account', 'Admin', 'Help', and 'Logout'. A 'Create School' button is highlighted in the left sidebar. The main content area is titled 'Create School' and features a 'Need help?' link. A progress indicator shows three steps: '1. School Info', '2. Upload Logo', and '3. Invite Teachers', with the third step being the active one. The 'Email Invite Teachers' section contains instructions: 'Enter teacher emails, one per line. Engrade will email them instructions to either create a new account or to join their existing Engrade account to your school.' Below this is a large text input field. At the bottom, there is a 'Send Invites »' button.

## 3. View Your School

When you log into your admin account, your school profile will appear. Click on your School Name to make changes to it.



The screenshot displays the Engrade admin interface. At the top, a blue navigation bar contains the 'engrade' logo and menu items: 'Schools', 'Apps', 'Messages', 'Account', and 'John Smith'. Below the navigation bar, the page is titled 'John Smith's Schools'. On the left, there is a placeholder for a user profile picture. To the right, there are two buttons: 'Create New School' (with a house icon) and 'Join Existing School' (with a person icon). Below these buttons, the 'Schools' section is visible, featuring a list of schools. The first school, 'High School EDU', is highlighted with a red rectangular box. Below the school name, there are links for 'Teachers', 'Classes', 'Students', 'Grades', 'Print', 'Admins', and 'Settings'. At the bottom left, a yellow box contains a lightbulb icon and the text: 'Need help? Watch this admin help video or contact Engrade support.'

# 4. Add Teachers

There are two ways to Add Teachers to your school.

Click on E mail Invite Teachers and enter their email addresses to send teachers an email invite to join your school.

For teachers who have not yet joined Engrade, you may create a new account for them by clicking Create New Teacher.



## 5. Add Admins

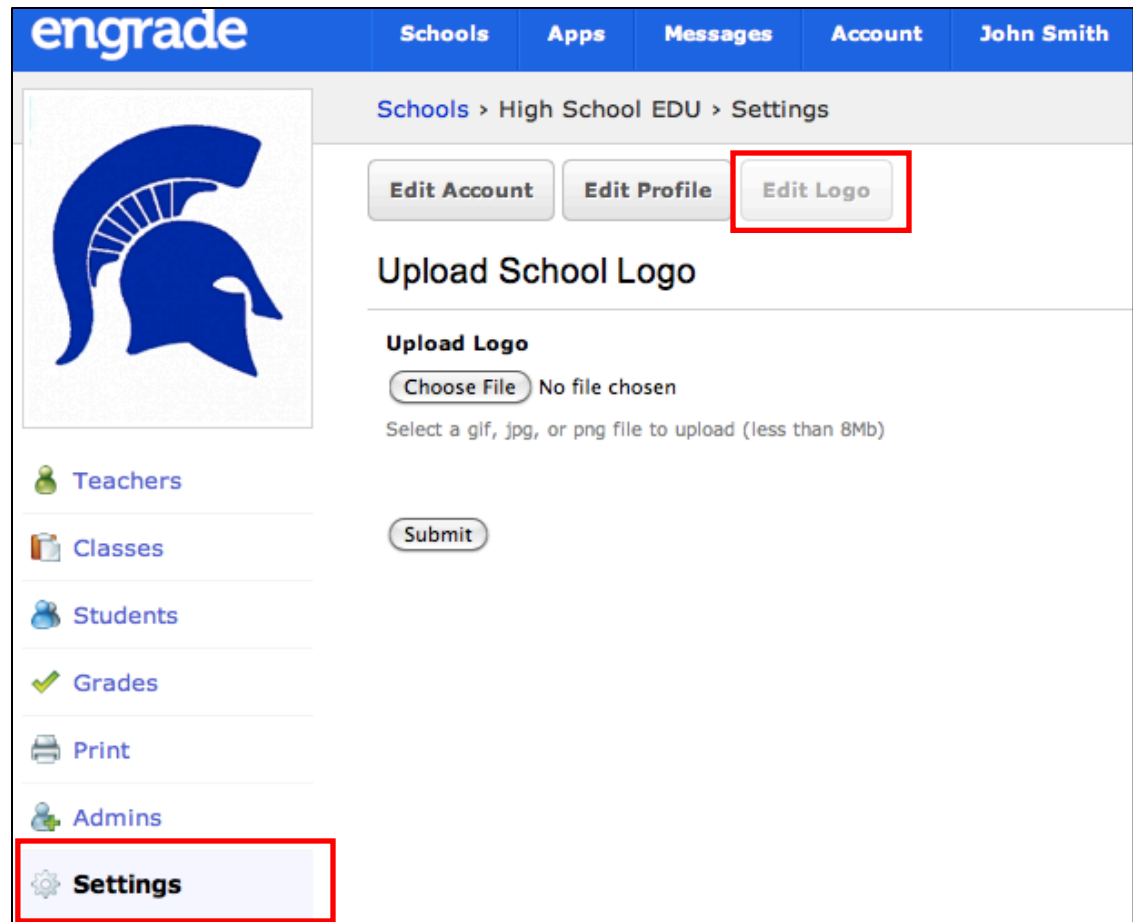
You may also add additional Admins to your school by clicking the Admins tab. You may **Invite Admins** or **Create New Admins** similar to teachers.



The screenshot shows the Engrade interface for managing school administrators. The top navigation bar includes 'engrade', 'Schools', 'Apps', 'Messages', 'Account', and 'John Smith'. The breadcrumb trail is 'Schools > High School EDU > Admins'. Two buttons, 'Create New Admin' and 'Email Invite Admins', are highlighted with a red box. The left sidebar contains navigation options: Teachers, Classes, Students, Grades, Print, Admins (highlighted with a red box), and Settings. The main content area shows the 'Administrators' list with one entry: John Smith (johnsmith1187), Principa. Below this is the 'Adding Administrators' section, which states: 'There are two ways to add admins to your school: 1) Create a new admin account by clicking the *Create New Admin* link above 2) Invite admins who have already created Engrade accounts to join your sc'. A yellow box at the bottom left contains the text: 'Need help? Watch this admin help video or contact Engrade support.'

## 6. Upload School Picture

You can click the Settings tab, then Edit Logo to upload or change your school picture.

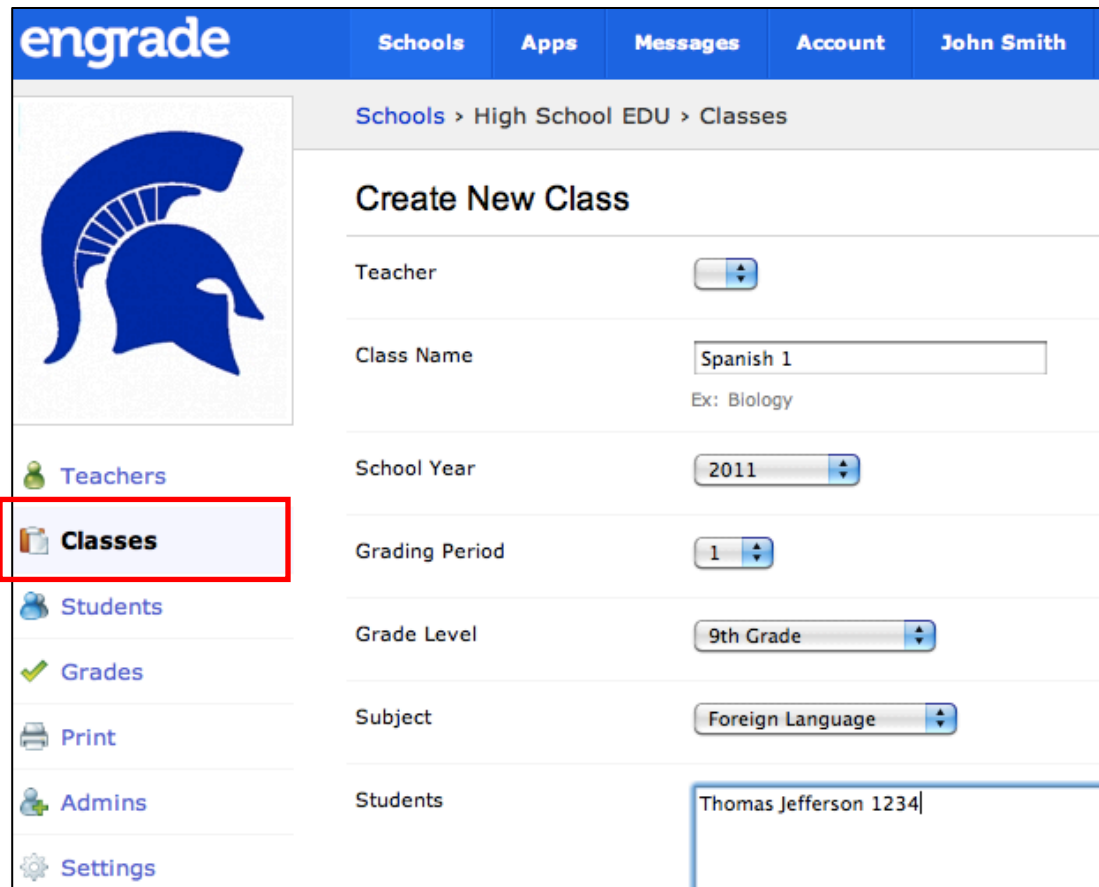


The screenshot displays the engrade user interface. At the top, the 'engrade' logo is on the left, and navigation tabs for 'Schools', 'Apps', 'Messages', 'Account', and 'John Smith' are on the right. Below the navigation, the breadcrumb path 'Schools > High School EDU > Settings' is shown. A sidebar on the left contains several menu items: 'Teachers', 'Classes', 'Students', 'Grades', 'Print', 'Admins', and 'Settings'. The 'Settings' item is highlighted with a red box. In the main content area, there are three buttons: 'Edit Account', 'Edit Profile', and 'Edit Logo'. The 'Edit Logo' button is also highlighted with a red box. Below these buttons, the section 'Upload School Logo' is visible, featuring an 'Upload Logo' heading, a 'Choose File' button, the text 'No file chosen', and instructions: 'Select a gif, jpg, or png file to upload (less than 8Mb)'. A 'Submit' button is located at the bottom of this section.

# 7. Creating Classes

Both teachers and admins can create classes for the school. The class form will include basic information such as name, grading period, and a list of students.

Class settings – including grade settings – can later be edited in the Settings tab for that particular class.



The screenshot shows the 'engrade' interface for creating a new class. The top navigation bar includes 'engrade', 'Schools', 'Apps', 'Messages', 'Account', and 'John Smith'. The breadcrumb trail is 'Schools > High School EDU > Classes'. The main heading is 'Create New Class'. The form fields are as follows:

Field	Value
Teacher	[Dropdown]
Class Name	Spanish 1 Ex: Biology
School Year	2011
Grading Period	1
Grade Level	9th Grade
Subject	Foreign Language
Students	Thomas Jefferson 1234

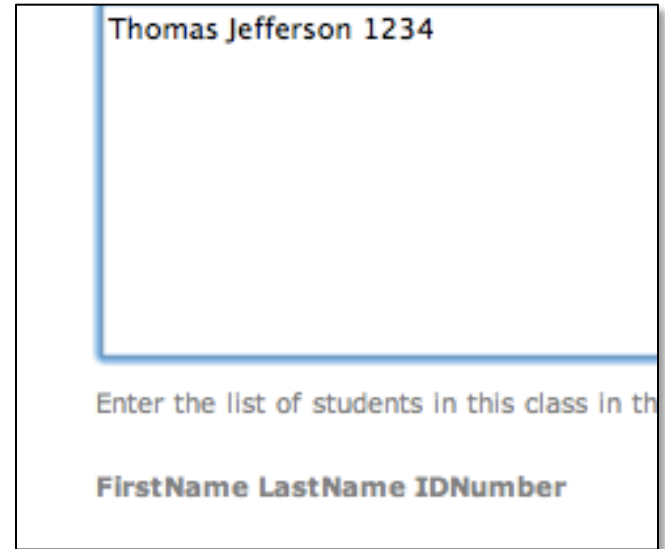
The left sidebar contains the following menu items: Teachers, **Classes** (highlighted with a red box), Students, Grades, Print, Admins, and Settings.

## 8. Add Class Students

When creating a class, the most important thing to remember is how to enter the student list. The list should always be entered in this format:

FirstName LastName IDNumber

Where IDNumber is your school or district ID number for that student.



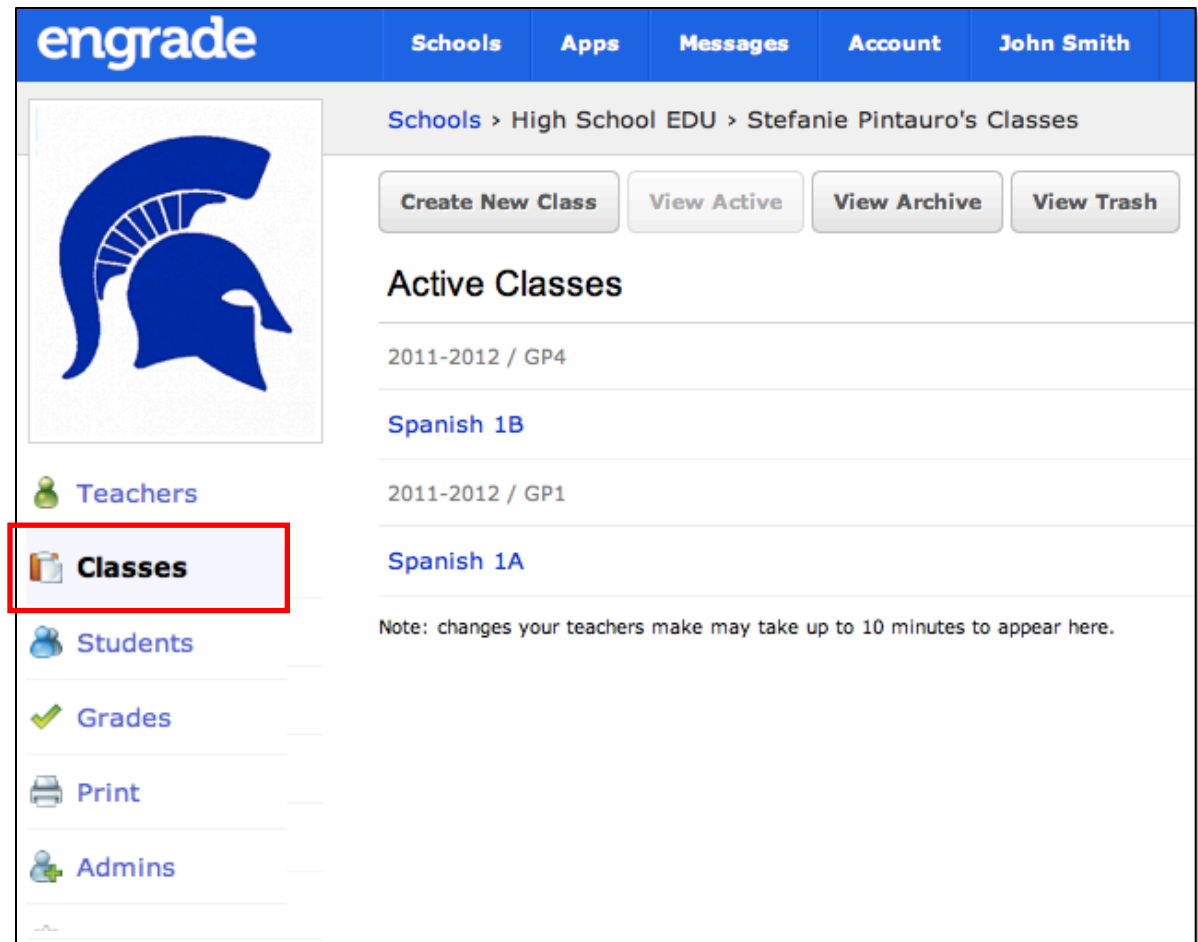
The image shows a screenshot of a form for entering student information. At the top, the text "Thomas Jefferson 1234" is displayed. Below this, there is a large empty rectangular area for entering a list of students. At the bottom of the form, there is a label "Enter the list of students in this class in th" and a header "FirstName LastName IDNumber".

All teachers should always use EXACTLY the same ID number for a given student. Never give two different students the same ID number.

If Thomas Jefferson has the ID 1234 in Math class, he should also have the ID 1234 in Science as well. No other student at the school should ever have the ID 1234.

# 9. View Classes

As the admin and teachers add classes, they will appear in the school's Classes tab. Click on a class to view its data or change its settings.

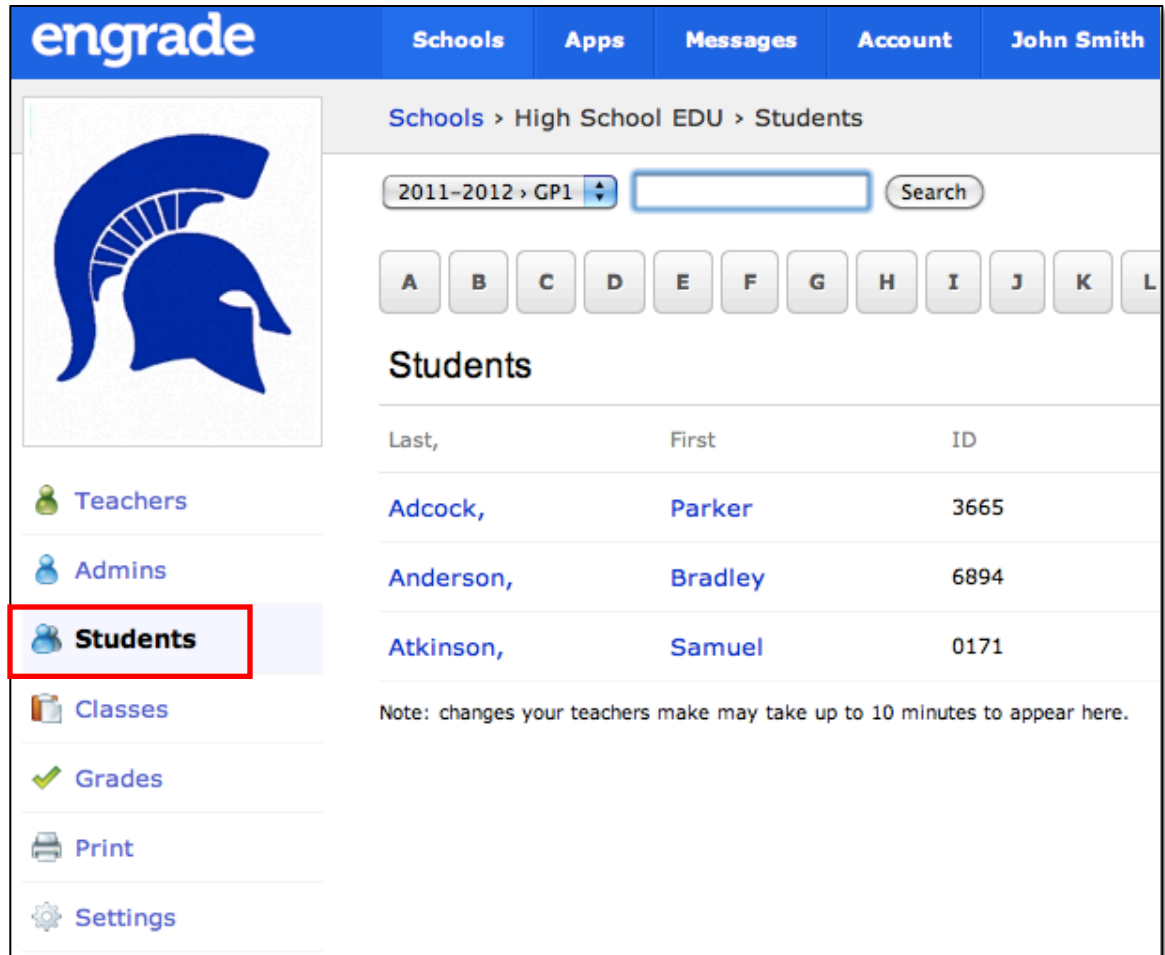


The screenshot displays the engrade web interface. At the top, the 'engrade' logo is on the left, and navigation tabs for 'Schools', 'Apps', 'Messages', 'Account', and 'John Smith' are on the right. Below the logo is a large blue helmet icon. A sidebar on the left contains several menu items: 'Teachers', 'Classes' (highlighted with a red box), 'Students', 'Grades', 'Print', and 'Admins'. The main content area shows the breadcrumb 'Schools > High School EDU > Stefanie Pintauro's Classes' and four buttons: 'Create New Class', 'View Active', 'View Archive', and 'View Trash'. Under the heading 'Active Classes', there are two class entries: '2011-2012 / GP4' with a link to 'Spanish 1B', and '2011-2012 / GP1' with a link to 'Spanish 1A'. A note at the bottom states: 'Note: changes your teachers make may take up to 10 minutes to appear here.'

# 10. View Students

As teachers and admins add classes, your school's student list will become populated.

Make sure to select the correct school year and grading period at the top when viewing.



**engrade** Schools Apps Messages Account John Smith

Schools > High School EDU > Students

2011-2012 > GP1  Search

A B C D E F G H I J K L

**Students**

Last,	First	ID
Adcock,	Parker	3665
Anderson,	Bradley	6894
Atkinson,	Samuel	0171

Note: changes your teachers make may take up to 10 minutes to appear here.

# Part 2: Teachers

# 1. Accept School Invite

If you are not yet connected to your school, you will need to tell your admin your Engrade username.

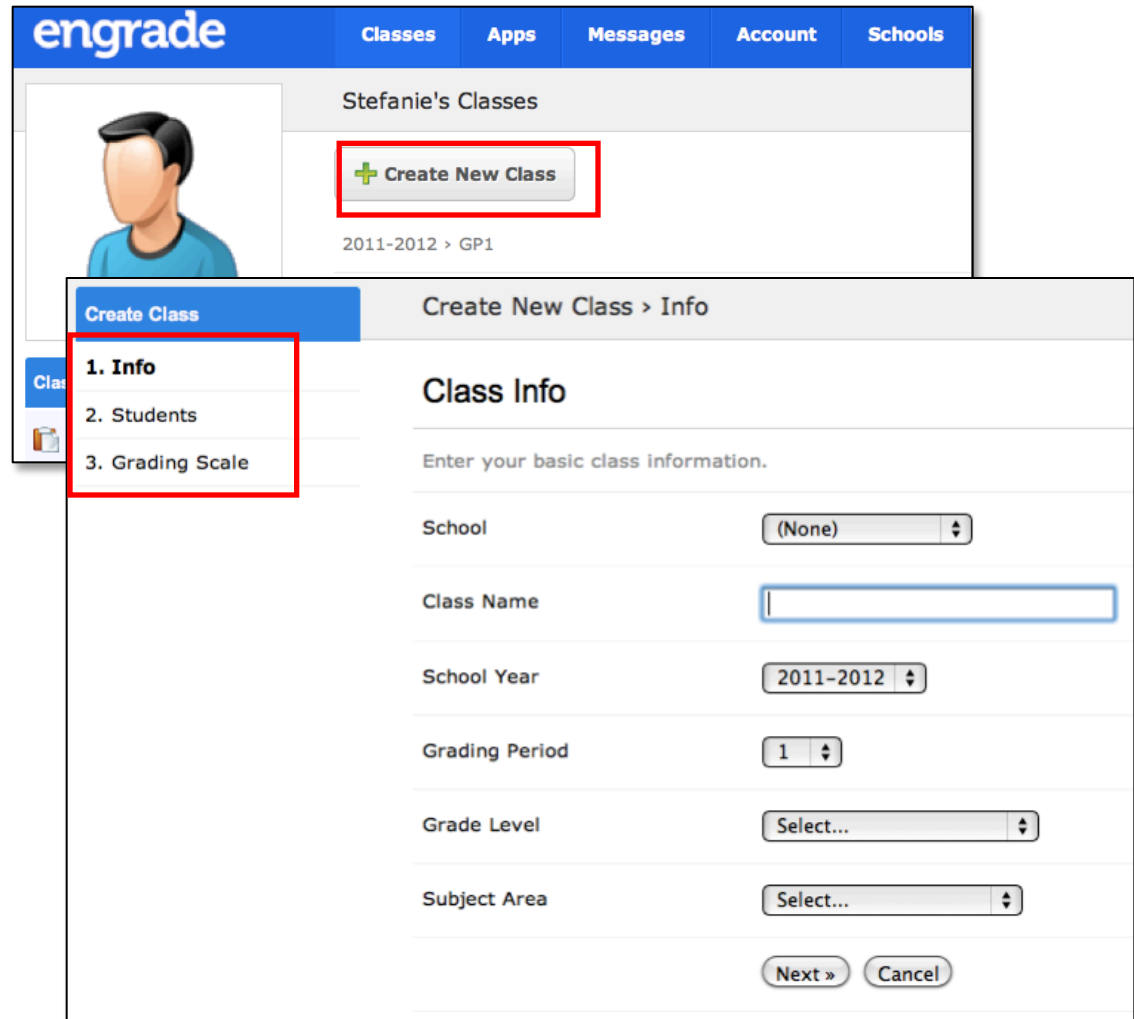
Your Admin will then send you an invitation to join the school. You can accept this invite in your Schools tab.

The screenshot shows the Engrade user interface. At the top, there is a navigation bar with the 'engrade' logo and tabs for 'Classes', 'Apps', 'Messages', 'Account', and 'Schools'. The 'Schools' tab is selected. Below the navigation bar, there is a breadcrumb trail: 'Classes > Schools > Add'. On the left side, there is a user profile picture and a sidebar with three options: 'Schools' (highlighted with a red box), 'Invite Teachers', and 'Invite Admin'. The main content area is titled 'Join School'. It contains a 'School Code' input field with the value 'highschool101-28310-64744' and a note below it: 'Should look like school-12345-67890'. Below this, there is a section titled 'Which classes belong to this school?' with a checked checkbox for '2011-2012 > GP1 > Español II'. At the bottom right of this section, there are 'Submit' and 'Cancel' buttons.

## 2. Create a Class

To create your first class, click the Create New Class button at the top of the page or select this option from the **Classes** dropdown menu.

On the new class form you will enter various pieces of information about your class including name, grading period, student list, and grade settings.

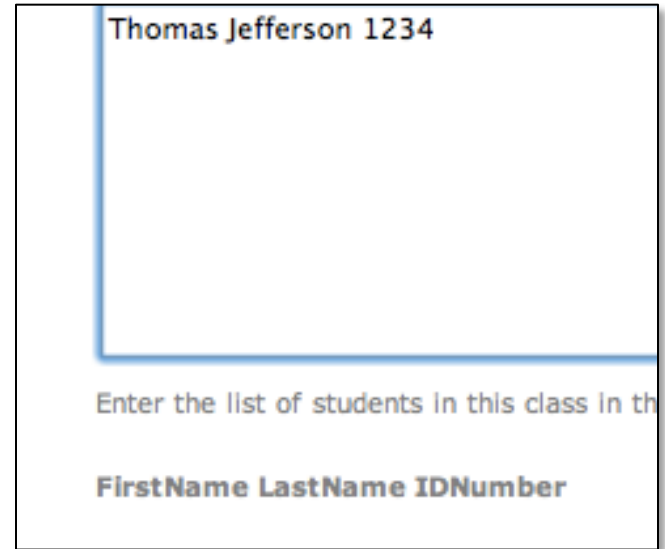


### 3. Add Class Students

When creating a class, the most important thing to remember is how to enter the student list. The list should always be entered in this format:

FirstName LastName IDNumber

Where IDNumber is your school or district ID number for that student.



Thomas Jefferson 1234

Enter the list of students in this class in th

FirstName LastName IDNumber

All teachers should always use EXACTLY the same ID number for a given student. Never give two different students the same ID number.

If Thomas Jefferson has the ID 1234 in Math class, he should also have the ID 1234 in Science as well. No other student at the school should ever have the ID 1234.

# 4. Gradebook

Once you click on or create a class you will be taken to that class's Gradebook tab.

Engrade's gradebook works just like a spreadsheet – click on a score to edit it and use your arrow keys to move between boxes.

To add your first assignment, click New Assignment at the top of the page.

Classes > 11th Grade History > Gradebook

**Class Apps**

- Gradebook
- Calendar NEW
- Assignments NEW
- Turn-ins NEW
- Quizzes
- Attendance
- Discussions
- Students
- Settings
- More

**Buttons:** + New Assignment, Assignment List, Graph

Students	Grades	Essay #6 Essays	Quiz #5 Quizzes
James Polk	B 85%	46	
Thomas Jefferson	B 82%	45	
John Adams	C 77%	40	
Abraham Lincoln	B 80%	65	
George Washington	A 95%	48	
Theodore Roosevelt	A 96%	46	
Average	85.8%	48.3/50	45.5

# 5. Add an Assignment

When adding an assignment, you will enter its name, category, points possible, and other information.

The points possible CAN BE ANY NUMBER or **EC** for extra credit.

You will also enter each student's score if the assignment has already been turned in and graded. This is the NUMBER OF POINTS they earned on the assignment.

**DO NOT ENTER PERCENTAGES FOR SCORES**

Classes > 11th Grade History > Gradebook

Bulk Enter Scores

### New Assignment

Assignment Name:

Points Possible:  Enter a number or EC

Category:

Due Date:

More options: add description, attachments, turn in online...

Allow students to post replies/questions on Engrade

Allow students to turn in online via Engrade **New!**

Attach:

Description:

You may use [ETML formatting](#) in this description.

# 6. Grades

Engrade will automatically calculate students' grades based on your settings and their assignment scores.

You may change the class grade settings at any time by clicking Grade Settings below the gradebook.

You may also print reports for students using the Print select box below the gradebook.

Classes > 11th Grade History > Gradebook

Buttons: + New Assignment, Assignment List, Graph

Students	Grades	Essay #6 Essays	Quiz #5 Quizzes
James Polk	B 85%	46	
Thomas Jefferson	B 82%	45	
John Adams	C 77%	40	
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George Washington	A 95%	48	
Theodore Roosevelt	A 96%	46	
Average	85.8%	48.3/50	45.5

Bottom controls: Print... (dropdown), Grade Settings (button), New Grading Period (button), IDs (button)

# 7. Student / Parent Access

In your class S tudents tab you will see a list of student next to their Access Codes.

An Access Code is the secret code a student or parent will enter when they register for Engrade to access their grades.

The screenshot shows the Engrade interface for a class. The top navigation bar includes 'Classes', 'Apps', 'Messages', 'Account', 'Schools', and 'Mr. Teacher'. The left sidebar has 'Class Apps' with options like 'Gradebook', 'Calendar', 'Assignments', 'Turn-ins', 'Quizzes', 'Attendance', 'Discussions', 'Students', 'Settings', and 'More'. The 'Students' tab is selected. The main content area shows 'Classes > 11th Grade History > Students' with buttons for 'Message All', 'Add Students', 'Email Invite', and 'Print Flyers'. Below is a table of students with their names and access codes highlighted in a red box.

Name	Access Code	Last Login
James Polk	juniorhighschool1-2909-2948	Unregistered
Thomas Jefferson	juniorhighschool1-2910-0826	May 3
John Adams	juniorhighschool1-2911-6461	Unregistered
Abraham Lincoln	juniorhighschool1-2912-9709	Unregistered
George Washington	juniorhighschool1-2913-8944	Unregistered
Theodore Roosevelt	juniorhighschool1-9240-7560	Unregistered

A student's Access Code should be the same for all classes at your school. That single code will allow them to view all of his/her classes.

# Appendix

# Engrade is About Education

Since 2003, Engrade has helped administrators, teachers, parents, and students stay connected.

## Communication

Parents stay informed on a real-time basis of student grades and assignments

## Collaboration

Teachers create and share learning materials online with other teachers, students, and parents

## Online Learning

Students have access to online learning materials 24/7

## Data

Persistent learning records stay with students and admin reports help identify academic problems early

## Where to Get Help

Engrade's most updated online help is located here: <http://lessons.engage.com/help>

You may also contact Engrade Teacher Relations at: [support@engage.com](mailto:support@engage.com)